

ND BUSINESS EDUCATION FRAMEWORKS

Spreadsheets

Course Code	Course Name/Description	Grade Levels	Accreditation Time/Credit Options
14025	Spreadsheets - Students will use the operating system and spreadsheet software to analyze business trends and solve problems for business and personal use. This course will develop skills in designing worksheets, writing formulas, analyzing data, charting data, collaborating, managing data, pivot charts/tables, macros and web pages.	9-12	¼ or ½ semester
Topic	Standards		
• Basic setup of a spreadsheet	8.4.2.1 Explain the purposes, functions, and common features of spreadsheet software		
• Common features of software	8.4.2.1 Explain the purposes, functions, and common features of spreadsheet software		
• Common terminology of spreadsheet	8.4.2.2 Explain the meaning of common spreadsheet terms		
• Common functions such as SUM, AVG, MIN, MAX, COUNT, IF,	8.4.2.12 Design and enter formulas that permit users to ask “what if” questions to analyze spreadsheet data 8.4.2.19 Obtain industry certification 5.5.1.4 Estimate and calculate measures of central tendency (mean, median, and mode)		
• Formatting of spreadsheet	8.4.2.4 Apply formatting functions including fonts, size, and basic formulas 8.4.2.7 Demonstrate editing functions including inserting, cutting, pasting, and importing of text into spreadsheets 8.4.2.8 Manipulate spreadsheet objects, including columns, rows and sheets 8.4.2.9 Demonstrate ability to apply tool functions including sorting, navigating, and searching 8.4.2.11 Apply formatting functions including styles and intermediate formulas		

	<p>8.4.2.18 Apply formatting functions including styles and advanced formulas</p> <p>4.1.3.24 Prepare formal and informal reports using suitable format and supplementing with appropriate graphics</p> <p>4.1.3.28 Compose and produce a variety of business messages and reports (e.g., letters, memos, faxes, envelopes, and labels) using correct style, format, mailability and content</p>
<ul style="list-style-type: none"> Charts and Graphs 	<p>8.4.2.6 Create simple graphs and charts</p> <p>8.4.2.14 Create, customize, and format charts and graphs</p> <p>5.5.1.2 Construct, read, and interpret tables, charts, and graphs</p> <p>5.5.1.3 Construct, read, and interpret tables, charts, and graphs</p>
<ul style="list-style-type: none"> Analyzing for what if 	<p>8.4.2.12 Design and enter formulas that permit users to ask “what if” questions to analyze spreadsheet data</p> <p>8.4.2.13 Test spreadsheet formulas and design for accuracy</p>
<ul style="list-style-type: none"> Creating templates 	<p>8.4.2.16 Create templates, scripts, and macros</p>
<ul style="list-style-type: none"> Macros 	<p>8.4.2.16 Create templates, scripts, and macros</p> <p>4.3.1.9 Integrate functions of word processing, database, spreadsheet, and presentation applications</p>
<ul style="list-style-type: none"> Ethical use of Technology 	<p>8.1.1.3 Discuss copyright rules and regulations (e.g., images, music, video, software)</p> <p>8.1.1.4 Explain plagiarism and its consequences</p> <p>8.11.1.5 Demonstrate legal and ethical behaviors when using information technology</p> <p>8.11.1.6 Explain the consequences of illegal and unethical use of information technology</p> <p>8.11.1.7 Demonstrate the appropriate use of intellectual property</p> <p>8.11.1.8 Identify privacy issues within an organization</p> <p>8.11.1.9 Apply appropriate federal and state laws pertaining to privacy</p> <p>8.11.1.10 Adhere to and apply organizational policies for privacy and intellectual property</p>

	<p>8.11.1.11 Identify and explain property, privacy, access, and accuracy issues pertaining to information technology</p> <p>8.11.1.12 Analyze various information technologies to distinguish privacy and ethical issues and problems</p> <p>8.11.1.14 Implement organization policies and procedures for ethics and privacy</p> <p>8.11.1.15 Read, interpret, and adhere to software license agreements and legal mandates</p>
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